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ALABAMA MANUFACTURED HOUSING COMMISSION

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WWW.AMHC.ALABAMA.GOV

MEMORANDUM

DATE: March 8, 2023 (Supersedes May 12, 2020)

TO: AMHC Employees and Records Requesters

FROM: Jimmy Harris 

SUBJECT: Public Records (Policy #33) (Revised)

Section 36-12-40, *Code of Alabama* 1975 (Alabama's "Open Records Act"), grants citizens the right to inspect and take a copy of any public writing of this state, unless access is expressly forbidden by statute. A "public writing" or public record is a record that is kept that is reasonably necessary to record the business and activities required or carried on by a public officer or subdivision of government so that the citizens can know and discover the status and condition of such business and activities.

The AMHC's Public Records Policy, which is hereby revised to comply with the Governor's Executive Order No. 734, is as follows:

1. All requests to view or copy documents must be made in writing using the form provided by the Commission. The form, which is available at www.amhc.alabama.gov, must be provided to the Commission by mail, email, or in person.
2. Pursuant to Executive Order No. 734, requests will be deemed to be either "Standard" or "Time Intensive." Time Intensive requests are those that take more than 8 hours of staff time to process.
 - A. Standard Requests – If the Commission charges a fee, the requester shall be notified. The Commission shall acknowledge the request within two business days and shall provide a response fulfilling or denying the request within 15 days after the acknowledgement.
 - B. Time Intensive Requests – The Commission shall charge a reasonable fee, and the requester will be notified in advance of the likely fee. The Commission shall acknowledge the request within two business days and shall notify the requester within 15 business days after the acknowledgement that the request qualifies as a time-sensitive request, and the likely amount of the fee. If the requester elects to proceed, the Commission shall provide a response fulfilling or denying the request within 45 business days after the requester elects to proceed.

3. Fees – The Commission may charge the requester up to \$20.00 per hour, including a standard minimum fee of \$20.00, for time spent locating, retrieving, and preparing records for production. A fee of \$.50 per page may also be charged for paper copies. No per-page fee will be charged for documents provided in an electronic format; however, a charge for the actual cost for hardware necessary to electronically produced records may be charged if the requester is informed of the cost in advance. The fee may be required to be paid before the records will be released to the requestor, either in person or via mail.

4. All requests for access to the public records of the Commission or questions regarding the records should be directed to the Custodian of Records, at 350 S. Decatur Street, Montgomery, Alabama 36104, or by email at public.records@amhc.alabama.gov.

REQUEST TO VIEW PUBLIC RECORDS

Information about the Individual/Organization requesting to view records:

Name: _____

Name of Organization: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

List records requesting to be viewed:

Name of Licensee: _____

Description of Records: _____

Name of Licensee: _____

Description of Records: _____

Name of Licensee: _____

Description of Records: _____

Description of other records requested: _____

Do you wish to obtain copies of the above referenced records? Yes/No _____

I hereby certify and acknowledge that the above stated information is true and correct. I acknowledge that if I request copies of any records, I will be responsible for a reasonable copying fee to defer the cost incurred by the AMHC for copying of said records. The current fee is \$.50 cents per page. A charge of \$20.00 per hour for time spent locating, retrieving, and preparing the records may also be charged.

Signature of Requester

Date